

Department of Public Works

401 North Morton, Suite 130

Hours 8:00 a.m. – 5:00 p.m. Monday - Friday

Phone: 349-3411

The Department of Public Works (DPW) is responsible for the development and maintenance of most of the infrastructure and public buildings owned by the City of Bloomington. There are eight divisions administered by the department, each of which is discussed individually. DPW also manages the following programs in addition to administering its seven divisions:

Capital Projects Program – This program develops and implements the capital projects necessary for the community to have and maintain a reliable transportation infrastructure. New road construction, existing road reconstruction, sidewalk, greenway and side path planning, design, construction and Metropolitan Planning Organization take place under this program.

Constituent Services – This program responds to citizen concerns regarding municipal services. Many of the concerns expressed by citizens are actually about programs performed by other departments; constituent services acts as an ombudsman to address those concerns. This program provides a number of services, including the “Street Closings” page on the City’s website.

Interdepartmental Services – DPW is responsible for maintaining municipal building operations to allow departments to continue daily functions. This includes telephone repair and maintenance, mail services, air temperature, providing copier facilities and purchasing paper used by all city departments. Very “behind-the-scenes”, but critical to efficient operations.

Community Bike/Pedestrian Enhancement Program – Responsible for establishing a system of side paths, bike boulevards, and bike lanes adjacent to roadways to provide alternative transportation mechanism for the citizens of Bloomington.

Board Program – The Public Works Department serves as the support resource for several Boards and Commissions, including the Board of Public Works, Traffic Commission, Bicycle & Pedestrian Safety Commission and Telecommunications Commission.

Administrative Analysis & Implementation Program – This program is tasked with the development of departmental budgetary, financial analysis and forecasting plans. In order to be fiscally responsible with public funds, this program also researches and designs departmental cost reduction plans. Since the Department of Public Works has jurisdiction over City streets and public rights of ways, staff assigned to this program implement and review management plans for infrastructure assets such as; streets, sidewalks, signals, signs, lights, and pavement markings.

Facilities

401 N. Morton Street

Hours: 7:00 a.m. – 4:00 p.m. (hours may vary due to adverse weather conditions)

Phone: 349-3410

Facilities Division is currently tasked with the maintenance, repair and monitoring of all City owned properties under the control of Department of Public Works, which includes the Downtown Area.

Common tasks include maintenance of all building systems, which include electrical, plumbing, security, fire prevention and mechanical systems. The department also monitors all facilities for utility consumption and is aggressively taking steps to reduce this consumption in order to achieve LEED Silver certification in compliance with the Green Building Ordinance. In addition this division maintains all City Pool Vehicles and City Pool Bikes for use by City employees.

The department also is tasked with the upkeep of the Downtown Area. The Downtown Specialist keeps the streets, sidewalks, and City owned property in top shape by removing trash, keeping gutter drains clear and by removing graffiti from City owned properties. This team will remove or paint over graffiti within the core downtown area, B-Line and other highly visible areas. Property owners must sign a release and prior to any removal process being started. This pilot program will end November 1st, 2011.

Street Department

1981 S. Henderson Street

Hours: 7:30 a.m. – 3:30 p.m. Monday - Friday (hours can vary by season)

Phone: 349-3448

The Street Department is one of the most visible of the Department of Public Works divisions. Street crews are out in the public eye twelve months a year with the work performed varying by season.

Paving/Patching – Maintenance and repair of the City's nearly 241 miles of streets. The department paves about 20 miles of streets per year during the summer months. The department also has a policy of patching potholes within 24 hours of notification.

Leafing – In the fall, the Street Department provides curbside leaf removal for city residents. Neighborhoods are notified when they can place the leaves out for removal. This service is popular with residents and also helps keep leaves out of the storm drainage system.

Trees/Limbs – The Street Department works with the city's urban forester to provide care and maintenance of trees in the public rights-of-way. Tree maintenance is a year-round effort, though mostly performed in the spring and fall months. The maintenance program helps keep our "Tree City" trees looking their best and also reduces the number of accidents caused by damaged trees and keeps the streets and sidewalks clear of broken limbs.

Snow Removal – The Street Department is responsible for snow and ice removal in the winter months.

Alleys – The Street Department maintains the City’s alleys, grading, placing new stone and repairing as necessary to keep the alleys useable. We try to pave three to four alleys a year. They are also checked on a weekly basis for trash and debris, clean up as needed.

Sweeping – This program provides for removal of sand, silt and trash from all city streets. The department normally sweeps every street two times per year.

Concrete – The Street Department has two concrete crews in the summer months. They maintain sidewalks and curbs for the City’s concrete program. The program offers citizens the opportunity to have their sidewalks repaired for the cost of concrete only, no labor charges. The crews will also handle various special projects requested by other City departments.

Mowing – We have seasonal mowing crews to clear City maintained edge lines, and help with line of sight issued at intersections.

Other – The department assist other City departments with projects as necessary and as time permits. This assistance includes removal of graffiti from public structures, removing debris from city rights-of-way, installing banners for special events and similar item

Engineering Department

401 North Morton, Suite 130

Hours: 8:00 a.m. – 5:00 p.m. Monday - Friday

Phone: 349-3417

The Engineering Department is a division of the Department of Public Works and is primarily responsible for designing and implementing capital projects, especially infrastructure projects for Public Works. Following are the major programs of the Engineering Department:

Capital Projects Design and Construction Management – Design services and technical analysis is provided for major infrastructure projects under this program. The program also includes development of project plans, contractor supervision, project inspection, completing project status reports and processing project claims.

Traffic engineering – This program is used to perform technical analysis to enable development of a safe transportation network for driving, walking and biking. Traffic calming projects are developed and implemented under this program. The traffic counting program provides a systematic and comprehensive way to evaluate current travel demand and estimate future transportation needs.

Geographic Information Systems – Assists in maintaining the GIS database for land based facilities by providing drawings of development projects and subdivisions. The GIS database is used frequently by both city employees in the course of their duties and by the public.

Sidewalks – The Engineering Department provides technical design and analysis for sidewalk construction projects.

Public Improvement/Erosion Control Inspections – Provides inspection of private development projects to ensure proper construction of public improvements and enforcement of the City's erosion control ordinance.

Permit Administration – the Engineering Department reviews grading, demolition, street cut and requests for compliance with City of Bloomington regulations.

Addressing – This program is for the assignment and maintenance of all street addresses within the corporate limits and the planning jurisdiction. Engineering staff works with the E-911 Address Committee to establish standards which require the re-assignment of addresses in areas where confusion of numbering and street names exist.

Parking Enforcement

401 N. Morton, Suite 120

Hours: 8:00 a.m. – 4:45 p.m. Monday – Friday

Phone: 349-3436

The Parking Enforcement Division is another highly visible division of the Department of Public Works. Parking Enforcement is responsible for administration of all public parking lots and for enforcement of all parking regulations in the City of Bloomington. Specific programs are listed below

Downtown Parking Program

Responsible for the enforcement of both on-street and off-street parking regulations, following state statutes and local ordinances, in the downtown area. Officers patrol the downtown every two hours, regardless of weather, to fulfill this obligation.

Residential Neighborhood Permit Parking Program

This program was implemented to ensure safe and accessible on-street parking for the residents of the neighborhoods adjacent to campus. Residents may obtain parking permits through Parking Enforcement after demonstration that they live in one of the ten neighborhoods affected. Visitors and guests are required to display a visitor pass or risk a ticket. Neighborhoods are patrolled regularly by Parking Enforcement Officers to ensure compliance.

Parking Lots

Responsible for the administration of the city-owned parking lots, as well as for enforcement of the regulations associated with each of these lots. Graffiti and vandalism are perennial problems and require the assistance of other divisions to keep up with. The lots are also patrolled regularly to ensure compliance with parking regulations and to further public safety.

School Crossing Guard Program

This program provides crossing guards at all the MCCSC elementary schools within the City. Crossing guards must be on duty in both the mornings and the afternoon at all the thirteen crossing locations during the school year regardless of the weather.

Traffic Division

121 W. Allen Street

Hours: 7:00 a.m. – 3:00 p.m. Monday - Friday

Phone: 349-3452

The Traffic Division is responsible for maintaining all traffic signals, signage and pavement markings within the City limits. There are 80 signalized intersections in the City and approximately 30,000 signs. In addition the Traffic Division assists the Parking Enforcement Dept. in repairs and maintenance of parking meters and striping of municipal parking lots. We also provide locates of fiber optic/Bloomington digital underground, traffic signal wiring and street light wiring. We also provide locates for traffic signal wiring and street light wiring

Traffic Signals – We have replaced the incandescent light bulbs at 99% of our signalized intersection with the LED (light emitting diode) bulbs. The LED's are energy efficient and increase visibility of the traffic signals. It is our goal to focus on improving pedestrian safety by using LED displays and countdown pedestrian signals which will identify walk and clearance times. We are presently utilizing a wireless radio interconnect system to enhance the management of traffic progression. In the downtown area we presently have audible signals at 2 signalized intersections for the visually impaired. We are presently reviewing additional intersections for installation of audible signals. In the downtown area we presently have audible signals at four signalized intersections for the visually impaired.

School Safety Zones – Presently there are nine school flashers being maintained by the Traffic Division. In 2007, two driver feedback signs were installed on E. Hillside Dr. for increased traffic safety for Templeton Elementary School. On S. High St. an in-pavement roadway lighted guidance system was installed for the crosswalk safety of children going to Childs Elementary School. School zones will continue to be evaluated as to the need for additional school zone warning systems. Two driver feedback signs were installed on E. Hillside Dr. for increased traffic safety for Templeton Elementary School. We currently have driver feedback signs on High Street for Childs Elementary, on 2nd Street for Binford Rogers, on Country Side Drive for Summit Elementary, and Park Square for Highland Elementary.

Traffic Signs - The Traffic Division will continue to update inadequate signs that do not meet retro-reflectivity requirements and add additional overhead sign structures to convey traffic patterns in advance. Presently we are updating school zone signs and pedestrian zones with new fluorescent yellow green to enhance high incident areas.

Pavement Markings - It is the goal of Traffic Division to increase the visibility of all pavement markings. In addition to contracting out some of these services the Traffic Division is installing pavement markings to meet existing MUTCD standards. We have installed color contrasting crosswalks to increase approaching motorist visibility. The pavement markings for multi-use and bike lanes remain a high priority as well.

Parking Support - We continue to support the Parking Enforcement Division in relocating designated permit parking, all signage associated with parking and in maintaining parking meters throughout the City.

Street Lights - The Traffic Division maintains and repairs all City owned street lighting.

Sanitation Department

3406 S. Walnut Street

Hours: 6:00 a.m. – 2:30 p.m. Monday - Thursday

Phone: 349-3443

Please feel free to visit our website at www.bloomington.in.gov/sanitation for information on our programs.

The Sanitation Department is responsible for the collection and disposal of refuse, recycling and yard waste for all single-family residential properties within the corporate limits. The department serves approximately 13,500 households with the following programs:

Solid Waste Collection – This program encompasses the weekly collection and disposal of household trash from the department's 13,500 customers. Bloomington adopted a pay-as-you-throw program in 1993 which requires each bag or container of trash to have a trash sticker attached. This helps to defray the cost of the program and encourages people to recycle since recycling is free. Trash stickers cost \$2.00 each and can be purchased at local grocery stores, hardware stores, and a few gas stations. Sanitation crews collect the trash every week from each household. **Trash cans can be no more than 35 gallons and weigh no more than 40 pounds.**

Recycling Program – Sanitation crews collect recycling every other week from each household. In addition to being environmentally friendly, recycling helps households reduce the cost of trash pick up since recycling is a free service to customers. Plastics #1 - #7 can now be recycled. Plastic, glass & metal do not need to be sorted. Paper needs to be kept separate from other recyclables.

Yard Waste Collection – yard waste is collected every other week on the same day as recycle from March to mid January. Each bundle or bag of yard waste must have \$1.00 green yard waste sticker attached in order to be collected. Bundles may be a maximum of 4' long by 2' in diameter; bags must not weigh more than 40 pounds. Resident purchased lawn and leaf bags will be collected for free during leaf season. Call or visit our website for exact leaf collection dates. **Yard Waste containers and cans can be no more than 35 gallons in size and weigh no more than 40 pounds. Yard waste cannot be in plastic bags.**

Downtown Clean Up – This program includes removal of trash from the downtown trash cans and sweeping the downtown sidewalks in order to keep the downtown clean and attractive.

Large Item Pick-Up – Customers may place items such as couches and chairs at the curb for pick up on their regular trash day with two trash stickers attached. Appliances may be placed at the curb during the last Thursday of the month. Citizens will need to call ahead for appliance pickup. Appliances also take two trash stickers each.

Fleet Maintenance

800 E. Miller Drive

Hours: 6:30 – 4:00 p.m. Monday - Friday

Phone: 349-3494

The Fleet Maintenance division is responsible for the maintenance and repair of over 500 city-owned vehicles and pieces of equipment. This division is not often in the public eye, but the services they provide enable all the other departments to perform many of their services.

Department Staff – Fleet maintenance is a member of the Department of Public Works. The Fleet Manager not only oversees the daily operation of the garage but also helps coordinate vehicle and equipment specifications and purchase for many different departments.

The repairs of the city owned vehicles and equipment is performed by four Master Mechanics and three Apprentice Master Mechanics. These employees are responsible for repairing and maintaining 500 vehicles and various pieces of equipment. This number does not include the miscellaneous pieces of small equipment.

Department Responsibilities – Fleet Maintenance is located at 800 East Miller Drive. The hours of normal operation are 7:00 a.m. to 4:00 p.m., Monday through Friday. Fleet Maintenance performs preventative maintenance and routine maintenance on vehicles on a three month or 3,000 mile schedule. Other equipment receives maintenance as recommended by the manufacturer. The division also performs repairs on vehicles and equipment as required. A mechanic is on call 24 hours a day for emergency repair situations. When adverse weather conditions arise, there are at least two mechanics at the garage area at all times to keep the City's fleet operational. The mechanics also assist in snow control operations by serving as additional drivers.

The mechanics continue learning about new technology by attending seminars and demonstrations.

The department maintains an inventory of parts and lubricants while also maintaining two fueling sites. One is at 1969 South Henderson Street and one is at 345 South Adams Street. These both supply two (2) types of fuel: Unleaded and #2 Soy Bio-Diesel. Soy Bio-Diesel reduces the emission on diesel vehicles. Soy is also a renewable resource and can help reduce our reliance on imported oil.

In 2008, the City of Bloomington used 165,000 gallons of unleaded, 115, 000 gallons of bio-diesel. In the late fall of 2008 the City of Bloomington and Monroe County reached an agreement in order to allow county vehicles to begin fueling their vehicles at the City's fueling sites.

Animal Care and Control

3410 S. Walnut Street

Hours: Monday, Wednesday, Thursday and Saturday Noon – 5:00 p.m.

Tuesday and Friday – Noon to 7:00 p.m.

Sunday – 1 – 4 p.m. for adoptions only

Phone: 349-3492

The Animal Care and Control Department is the primary provider of animal-related services for Bloomington and Monroe County. Principal activities include sheltering stray and unwanted animals, maintaining a pet adoption program and enforcing animal control ordinances. Other ancillary services include investigation of cruelty and neglect cases, 24 hour emergency rescue for injured animals, and education programs.

Animal Shelter Operations – The animal shelter is the base for both city and county animal control services. The shelter handles nearly 4,500 animals each year and provides shelter for strays and unwanted pets as well as offering adoption services. A new adoption center was added to the shelter in 2004, doubling the size of the facility. Adoptable animals are housed in this bright, cheerful space. Animals not yet available for adoption are housed and well-cared for in the older part of the shelter. Operations include walking, feeding, cleaning and medical care for every animal at the shelter.

Animal Control/Field Operations – The four City Animal Control Officers are responsible for enforcement of ordinances in Title 7 of the Bloomington Municipal Code. They provide 24-hour rescue for pets and respond to over 2,000 service calls and citizen concerns annually. Monroe County has two full-time officers who are responsible for animals outside the corporate limits and whose operating base is in the Animal Shelter.

Volunteer Coordination – Over 200 volunteers donate time and services for the department. The program director recruits, trains and schedules volunteers to assist shelter staff with the direct care of the animals and to provide clerical support. Group projects, such as kennel scrubbing and landscaping, also occur under this program.

Humane Education/Public Relations – Educating the public about respect for living creatures is the key to a future population of responsible pet owners. Several educational initiatives are performed under this program, including the weekly television show “Pets Without Partners.” The director of the program also manages the off-site adoption and foster programs, provides tours of the facility, designs and writes adoption and education materials, and provides animal behavior counseling to the public.